

EDITED TASK LISTING

CLASS: PSYCHIATRIC SOCIAL WORKER, CF

NOTE: Each position within this classification may perform some or all of these tasks.

Task #	Task
1.	Assists inmate/parolee-patients in accessing and participating in available treatment, casework, and institutional/community resources in order to reduce recidivism, increase functioning (e.g., independent living skills, employment, education, etc.) and, when applicable, to transition into the community successfully, etc. utilizing Mental Health Continuum Automated System (MHCAS), Mental Health Service Delivery System (MHSDS) components (e.g., Correctional Clinical Case Management Services [CCCMS], Enhanced Outpatient Program [EOP], Mental Health Crisis Bed [MHCB], Department of Mental Health [DMH], etc.), knowledge and experience, effective communication skills, individual/group interventions, interdisciplinary team process, psycho-education, available community resources (e.g., housing, employment, education, financial and vocational, etc.), etc. as required.
2.	Prepares biopsychosocial (BPS) case history (e.g., intake assessment, initial evaluations, treatment plans, etc.) within established departmental timelines for use in assessment, diagnostic formulation, treatment planning, parole/discharge planning, etc. in order to develop treatment plans, make program and community referrals (e.g., Social Security Administration, Department of Social Services, Department of Public Social Services, Department of Justice, etc.), and when clinically indicated relay/clarify findings to relatives, community agencies (e.g., Social Security Administration, Department of Social Services, Department of Public Social Services, Department of Justice, etc.), interested persons, etc. utilizing audit tools, on-going peer review, Quality Improvement Team (QIT) results, MHCAS, knowledge and experience, effective communication skills, established standards of professional care, Health Information Privacy Protection Act (HIPPA), laws, rules, regulations, departmental policies and procedures, etc. as required.
3.	Performs diagnostic formulation in order to develop a treatment plan, prepare for Interdisciplinary Treatment Team (IDTT), discharge planning, Level Of Care (LOC) considerations, community referrals, etc. utilizing audit tools, on-going peer review and QIT results, MHCAS, staff expertise, the current Diagnostic Statistical Manual (DSM), knowledge and experience, ethical practice, established standards of professional care, regulations, departmental policies and procedures, etc. as required.
4.	Participate in IDTT in order to clarify treatment plans, discharge planning, LOC determination, community referrals, etc. utilizing audit tools, on-going peer review and QIT results, MHCAS, staff expertise, current DSM, knowledge and experience, effective communication skills, ethical practice, established standards of professional care, regulations, departmental policies and procedures, etc. as required.

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5.	Provide training to medical and other department staff (e.g., custody, correctional counselors, parole agents, etc.) regarding the mental health services role in patient treatment in order to increase effectiveness of treatment delivery, patient/community/institutional safety and security, etc. utilizing knowledge and experience, effective communication skills, team work, cooperation among co-workers (e.g., vocational and educational staff, nursing, clinical peers, etc.) and other units, departmental policies and procedures, etc. as required.
6.	Provides individual and group therapy for inmate/parolee-patients in accordance with MHSDS/MHCAS guidelines in order to achieve identified therapeutic goals (e.g., stress/anger/symptom management, sex offender treatment, conflict resolution, etc.) utilizing audit tools, on-going peer review and QIT results, knowledge and experience, effective communication skills, ethical practice, team work, staff expertise, established standards of professional care, laws, rules, regulations, departmental policies and procedures, etc. as needed.
7.	Assists program staff (e.g., custody, correctional counselors, parole agents, MHCAS providers, Classification and Parole Representative [C&PR], etc.) in evaluating patients' readiness for release in order to reduce recidivism and/or increase functioning (e.g., independent living skills, employment, education, etc.) utilizing knowledge and experience, effective communication skills, team work, cooperation among co-workers (e.g., vocational and educational staff, nursing, clinical peers, etc.) and other units, departmental policies and procedures, etc. as required.
8.	Provide after-care planning rehabilitation and referral services in coordination with MHCAS providers for inmate patients who are paroling from a Correctional Treatment Center (CTC) or discharging directly from a MHCB in order to provide a continuum of care, comply with laws, rules, regulations, departmental policies and procedures, etc. utilizing audit tools, on-going peer review and QIT results, knowledge and experience, effective communication skills, team work, cooperation among co-workers and other units, departmental policies and procedures, etc., as required.
9.	Informs relatives, caretakers, employers, and others when clinically indicated on matters related to the inmate/parolee-patients' welfare in order to promote a receptive environment, ensure a continuum of care, comply with laws, rules, regulations, departmental policies and procedures, etc. utilizing knowledge and experience, effective communication skills, ethical practice, team work, staff expertise, established standards of professional care, HIPPA, laws, rules, regulations, departmental policies and procedures, etc. as required.
10.	Assess the inmate/parolee-patients' LOC in preparation for IDTT in accordance with MHSDS/MHCAS guidelines in order to ensure patient/community/institutional safety utilizing knowledge and experience, crisis intervention techniques, suicide risk evaluation, ethical practice, staff expertise, established standards of professional care, laws, rules, regulations, departmental guidelines, etc. when clinically indicated.

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11.	Acts in the absence of direct line supervisor to maintain efficient program operation, provide clinical consultation, etc. utilizing knowledge and experience, effective communication skills, staff expertise, collaboration with management and other departments/disciplines, laws, rules, regulations, departmental policies and procedures, etc. as directed by line supervisor.
12.	Participate in resource fairs and community programs (e.g., Parole and Community Team [PACT], Residential Care Facility [RCF], etc.) in order to increase awareness of and access to available community resources utilizing standard social work practice, departmental policies and procedures, networking with other community services providers (e.g., Alcoholics/Narcotics Anonymous, Vocational Rehabilitation, Social Security Administration, Child Protective Services, etc.), effective communication skills, etc. as directed by immediate supervisor.
13.	Provides emergency clinical services to inmate patients on weekends and holidays as required by departmental policies and procedures in order to ensure inmate patient/institutional safety utilizing knowledge and experience, effective communication skills, ethical practice, team work, staff expertise, established standards of professional care, laws, rules, regulations, departmental policies and procedures, etc. as required.
14.	Participates in research projects, education and consulting services in order to further inmate/parolee-patients' mental and physical health, increase professional knowledge base, ensure effective service delivery, etc. utilizing available resources (e.g., professional, institutional, community, educational, etc.) knowledge and experience, effective communication skills, ethical practice, team work, staff expertise, established standards of professional care, laws, rules, regulations, departmental policies and procedures, etc. as required.
15.	Participates in meetings/committees/conferences (e.g., departmental, clinical staff, Ad Hoc, continuing education, On-Job-Training [OJT], In-Service Training [IST], etc.) in order to develop policies and procedures, effective clinical operation, professional development, to meet licensure requirements, enhance treatment delivery, etc. utilizing available seminars, professional journals (e.g., National Association of Social Work [NASW], Society for Clinical Social Work [SCSW], California Forensic Mental Health Association [CFMHA], etc.), community resources (e.g., DMH, universities/college speakers, etc.), knowledge and experience, effective communication skills, team work, staff expertise, regulations, departmental policies and procedures, etc. as required.

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16.	Prepares documentation (e.g., correspondence, informative/action/ counseling chronos, treatment plans, BPS assessments, initial evaluations, discharge reviews, daily activity reports, IDTT reports, etc.) according to the MHSDS/MHCAS guidelines in a timely manner to ensure patient/community/institutional safety and security, disseminate information between treatment members (e.g., correctional counselors, custody, parole agents, IDTT, etc.), document the inmate/parolee patients' progress, comply with departmental policies and procedures, etc. utilizing the IDTT process, Case Management Team (CMT) process, QIT, Institutional Classification Committee (ICC), Unit Classification Committee (UCC), knowledge and experience, effective communication skills, staff expertise, regulations, departmental policies and procedures, etc. as required.
17.	Maintains the safety and security of inmate/parolee-patients, institution, community, property, working areas and work materials to comply with laws, rules, regulations, Department of Operations Manual (DOM), Title 15, etc. utilizing whistles, alarms, directives and procedures, training, tool control (e.g., personal computers, keys, audio/visual devices, office supplies, etc.), professional/personal knowledge and experience, etc. on a daily basis.
18.	Supervises the conduct of inmates/parolees committed to the California Department of Corrections, when necessary, in order to prevent escapes/absconding and injury of inmate/parolee, ensure safety and security of inmates/parolees, institution, community, etc. utilizing laws, rules, regulations, DOM, Title 15, professional/personal knowledge and experience etc. on a daily basis.
19.	Report verbally and/or in writing suspected contraband, such as weapons or illegal drugs, etc. to custody, parole agents, supervisors, etc. in order to ensure safety and security of inmates/parolees, institution, community, etc. utilizing effective communication skills, laws, rules, regulations, DOM, Title 15, professional/personal knowledge and experience, etc. as required by DOM, Title 15, departmental policies and procedures.
20.	Follows departmental policies and regulations with regard to personnel matters (e.g., timesheets, vacation requests, correspondence, scheduling, effective use of leave credits, etc.), Board of Behavioral Sciences (BBS) requirements, etc. in order to ensure effective program operation, continuum of inmate/parolee-patient care, meet employment requirements, etc. utilizing knowledge and experience, communication skills, DOM, Title 15, departmental policies and procedures, standard departmental forms, etc. as required by DOM, Title 15, departmental policies and procedures.

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21.	Utilizes various types of electronic and/or manual recording and computerized information systems (e.g., MHCAS, Mental Health Tracking System [MHTS], Law Enforcement Automated Tracking Data System [LEADS], etc.) used by the department in order to disseminate information related to safety and security of inmate/parolee/institution/community, on-going monitoring of patients' progress, establish treatment plans/protocols, etc. on a timely manner utilizing ethical practice, HIPPA, effective communication skills, laws, rules, regulations, DOM, departmental policies and procedures, Title 15, professional/personal knowledge and experience, etc. as required.